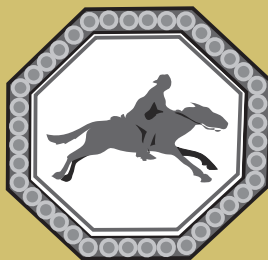


CROSS-TOWN PRESS



90 DEVONSHIRE

NOVEMBER 2007

ISSUE # 1

Welcome to the first issue of the Cross-Town Press. This periodic newsletter provides the latest information about EPA New England's office move to its new, permanent home at the John W. McCormack Federal Building at Post Office Square. EPA New England's new offices will be located at 90 Devonshire Street, Boston, with the public entrance on Congress Street and an employee entrance on Devonshire Street. The building is less than one-half mile and about a 10 minute walk from EPA's current location at One Congress Street.



Goody Clancy & Associates

State of the Move

Construction is well underway to restore, renovate and improve the John W. McCormack Federal Building at Post Office Square. This historic Art Deco Boston landmark will be the home of EPA New England employees beginning May 2009. Built in 1931, this high-rise building is owned by the General Services Administration (GSA), and stands 345 feet high. EPA will lease close to 200,000 square feet on fourteen (14), of the building's twenty-one (21) floors of usable office space. The overall square footage of our new leased space will be similar to our current location. However, the new distribution of space will be quite different and may be an adjustment for employees, as EPA's current office space occupancy is spread horizontally across two city-block sized levels, compared to its new space which will be

continued on pg. 2 ➔

The Benefits and Challenges of Historical Renovation

For many reasons, we treasure our historic buildings and go out of our way to keep a rich part of our history by restoring a building's character and architecture. EPA New England's future headquarters, the John W. McCormack Federal Building at Post Office Square, was built in the early 1930's using period Art Deco style architecture. The building served as the Boston home of Federal Courts and the U.S. Post Office and was named for the former Speaker of the House, a Boston native, who served Congress for 43 years until 1971. The court rooms at the building were the site of precedent-setting judicial decisions on New Deal legislation and civil rights, and the building has many unique features including a granite and limestone tower.

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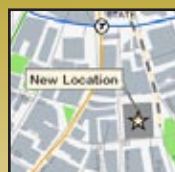
In this Issue:



■ Introducing our new Move Web sites...
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■ Get the most up-to-date floor plan information on the Block & Stack...
See pg. 2



■ A full page map of the area: 90 Devonshire, the John W. McCormack Federal Bldg, at Post Office Square...
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Block & Stack Floor Plan

Expected to set the standard in the integration of historical preservation and modern day sustainability.



- EPA
- Bankruptcy Court
- Education
- U.S. Trustees
- GSA
- Public Amenity

Final concept courtesy of Goody Clancy & Associates

(cont.) State of the Move

distributed vertically among fourteen (14) smaller floors. To date, construction is 30% complete.

Refurbishing plans at the building include restoration of many historic features including corridors, court rooms, judges' chambers, and original stairwells. Necessary renovations include a new heating and ventilation system, upgrades to the electrical and plumbing systems, new windows, a complete overhaul of the elevators, and a state-of-the-art phone system.

Once the work is complete, EPA New England's new Headquarters should attain at least a LEED silver rating by the U.S. Green Building Council—a remarkable achievement for a historic renovation project. It will be great to know that EPA New England employees will, once again, be "Walking the Talk" by working in a building that will be known for its sustainable design features.

Great Changes Ahead

As a result of EPA's new prime office location and planned amenities, employees will enjoy many great benefits in their upcoming work environment. For example, the new building is in close proximity to an extensive array of retail food and shopping establishments which offer superior outing opportunities over EPA's existing location.

In addition to a brand new aesthetically-pleasing interior work environment, EPA New England employees can also look forward to some great amenities inside the building including:

- easily accessible "Green Roof"
- cafeteria
- health unit
- Hanscom Federal Credit Union
- designated fitness room and showers, and
- lounges and pantries on every floor.

Getting Ready

While still well over a year away, preparing for a move requires some advanced planning. For example, commuting impacts and changes to daily routine can be mapped in advance. A map with T stops and Commuter Rail information is provided on the back of this issue.

Additionally, it's never too early to start organizing belongings. EPA will sponsor designated cleanup days to sort, sift, recycle and file. EPA will also sponsor a "Get Ready to Move Program," which will be rolled out well in advance of the move and will include office file management plans and office clean-up days.

Staying Informed

The Cross-Town Press will be published periodically and will be posted on EPA New England's "Move Web sites." Additionally, it will be sent to all EPA New England employees via e-mail; and hard copies will be made available at the entryway desks on the 10th and 11th floors and at the Chelmsford Laboratory. ❁

The public Web site is: www.epa.gov/region1/about/move
The employee Web site is: <http://r1-gis-web2.r1.epa.gov/move>

(cont.) Benefits & Challenges of Historical Renovation

The owner of the building, the General Services Administration (GSA), with the help of its architects and contractors, is undertaking the extra effort required to meet the challenges of an historical renovation in order to keep the unique character and qualities of the original building. In doing so, GSA is faced with balancing several sometimes incompatible conditions such as, maintenance of the structure's aesthetics, energy efficiency upgrades, compliance with strict building codes, and proper handling of hazardous building materials.

As the anchor tenant and in keeping with our mission, EPA New England is coordinating with GSA and its contractors to ensure that the building will provide the health, safety, comfort, and sustainable design benefits that are vitally important to all of us. With respect to hazardous building materials, a study on the vacant building prior to renovation work revealed that some hazardous materials, including asbestos, were present throughout the original structure.

Finding asbestos in a building of this age is not unusual, but requires that care be taken during renovation to comply with environmental, health and safety regulations, including rules for

proper handling under the Clean Air Act (CAA). Among other things, these rules require that for the prevention of airborne fibers and dust during renovations, materials containing asbestos must be wet down until they are collected and properly disposed of.

Recent EPA inspections at the building identified noncompliance issues with these regulations and prompted the issuance of an "Immediate Compliance Order and Reporting Requirement" to GSA and several other key parties working on the renovation. The Order cites the parties for failing to comply with CAA regulations pertaining to asbestos removal, wetting and containment and requires each of the parties to report back to EPA about its efforts to come into compliance with these important environmental, health and safety rules.

GSA has met with EPA managers to discuss the situation and the owner has assured EPA that it has taken immediate steps to come into compliance. We will continue to monitor activities at the building and work to ensure that all public health and safety concerns are being addressed at our new office location. You can expect to receive periodic updates of these and other environmental, health and safety activities as they become available. ❁

records management tips

Destroy Responsibly

When destroying on-site, temporary records, remember:

- Only destroy records according to the instructions in the "final" records schedules.
- Records with restrictions (e.g., CBI) must be shredded.
- A witness (federal employee or authorized EPA contractor) is required when restricted records are destroyed by an outside contractor.
- Destruction must be put on hold if records are involved with pending actions (e.g., litigation, FOIA request, audit, records schedule revision).

Document the Destruction

Maintain documentation of records destroyed on-site including:

- the records schedule and disposition item authorizing the destruction;
- identifying information for the record (e.g., title, description, date range);
- the date the records are closed;
- the date and method of destruction;
- approval signatures from the records custodian and Records Liaison Officer;
- the name and signature of an authorized witness, if needed.

To learn more about records:

<http://r1-gis-web.r1.epa.gov:9876/oarm/records/define.htm>

Meet our "Move Leaders"

Carol Wood was selected to lead the charge as the Senior Management Advisor for EPA New England's upcoming move to the John W. McCormack Federal Building. Carol is an experienced move leader, as she was instrumental in all aspects of the move of our regional laboratory from Lexington to Chelmsford. Prior to taking this new position, Carol was the Deputy Director of the Office of Environmental Measurement and Evaluation. She is a licensed Professional Engineer and has more than 35 years of experience at the EPA. Until EPA New England employees are settled in our new home in 2009, Carol will be working full-time to ensure that the countless details involved in orchestrating such a colossal undertaking are running smoothly and efficiently.

Since August 2004, **Dave Austin** has been working as the EPA Project Coordinator for the move. Dave is working to coordinate the design and construction aspects of the project with our Headquarters architecture and engineering group, the GSA project team and EPA's architects, Metropolitan Architects and Planners. Prior to his current position, Dave has worked as a facilities coordinator and supervisor in numerous capacities for over 10 years and as a water quality engineer since 1971.

Greening our new space is **Cynthia Greene**, who has been working to ensure that we achieve at least a silver rating as a "LEED" building. This work includes developing education plans; working with architects on planting selections, irrigation and operation of the green roof; providing information on construction and demolition debris disposal; and, providing information on environmentally preferable products. Cynthia has also worked on the building design to ensure that we include space for recycling and food waste composting, designing for the green roof elements including cisterns, solar water pumps and collection of stormwater.

John Moskal provided input on the energy study and worked with EPA Headquarters on appropriate energy options for the building.

John W. McCormack Federal Building
90 Devonshire Street, Boston, MA 02109
At Post Office Square

0 85 170 340 Feet



North End

HAYMARKET

**Current
EPA Location**

BOWDOIN

City Hall
Plaza

GOVERNMENT
CENTER

STATE

New Location

STATE

AQUARIUM

Beacon Hill

Boston
Common

PARK
STREET

DOWNTOWN
CROSSING

Financial
District

BOYLSTON

CHINATOWN

SOUTH STATION

Distances:
From North Station to
Post Office Square:
0.7 miles
From South Station to
Post Office Square:
0.3 miles

Map produced by the EPA Region 1 GIS Center
Map Tracker Task ID: 2732
November 20, 2007
Roads Data Source: Tele Atlas®